



FOOTHILL COLLEGE
Planning and Resource Council (PaRC)
Wednesday, June 5, 2013
Draft Meeting Minutes

PURPOSE: Participatory Governance Leaders Meeting
LOCATION: Administration Building / Room 1901 / President's Conference Room
TIME: 1:30 – 3:00 PM / First and Third Wednesdays

ITEMS	TIME	TOPICS	LEADERS	EXPECTED OUTCOME
1	1:30-1:35	Welcome	Judy Miner	
2	1:35-1:40	Approval of Minutes: May 15, 2013	Judy Miner	Action
3	1:40-1:50	OPC/Resource Allocation Recommendations (Second Read/Approval)	Bernata Slater	Discussion/ Approval
4	1:50-2:00	ESMP Plans, Timelines, Structure	Elaine Kuo	Discussion
5	2:00-2:20	ESMP Appendices: Status updates Basic Skills Plan, Distance Education Master Plan, DSPS Plan, Equity Plan, Facilities Master Plan, Fiscal Plan, Fundraising Plan, International Programs, Marketing and Communications Plan, Staffing Plan, Sustainability Management Plan, Technology Master Plan	Elaine Kuo	Discussion
6	2:20-2:40	OPC Reflection	OPC Tri-Chairs	Discussion
7	2:40-3:00	Governance Survey	Elaine Kuo	Discussion

ATTACHMENTS:

- Item 1: Minutes of May 15, 2013 Meeting
- Item 2: OPC Consolidated Prioritization
- Item 3: *DRAFT* Planning Cycle Calendar
- Item 4a: OPC Reflection 1
- Item 4b: OPC Reflection 2

Meeting Began: 1:30PM

Present: Mark Anderson; Alex Baker; Mia Casey; Dolores Davison; Bernie Day; Joseline Diaz; Craig Gawlick; Kurt Hueg; Elaine Kuo; Bryan Kim; Kimberlee Messina; Erin Ortiz; Sarah Scheuler; Roberto Sias, Bernata Slater; Denise Swett; Casie Wheat; Pam Wilkes; Omar Zeitoun

Item 1: Welcome

Judy welcomed the PaRC group to the meeting.

Item 2: Approval of Meeting Minutes from May 15, 2013 PaRC Meetings

Minutes approved by consensus.

Attachment: Minutes of May 15, 2013 Meeting

Item 3: OPC/Resource Allocation Recommendations (Second Read/Approval)

Bernata Slater reviewed the Resource Allocation Recommendations chart. The chart and rubric will be posted on the website soon. Slater then reviewed the OPC column of the charge to report that there were over 200 requests. The requests were ranked in ascending priority. The District closes the accounts with the end of the fiscal year in July; so remaining funds for each account will be posted in August. Judy Miner reported that she would review the budget over the summer and would welcome any input. Miner commented that if the Governor's May Revise goes through, there might be more funding in some areas. She will report back in the fall at the first PaRC Meeting.

Attachment: Consolidated OPC Prioritization

Note: There was a complaint that some people did not receive the Consolidated VP Prioritization, so the document will be resent.

Item 4: ESMP Plans, Timelines, Structure

Elaine Kuo reviewed the 3-year PaRC planning schedule, which is updated annually and posted on the PaRC website. Kuo commented that the PaRC cycle should be reviewed with the ACCJC accreditation cycle. Kuo inquired about what items/reports are needed for the site visit. Miner replied that the reports are typically on the online programs. Kurt Hueg commented that an accreditation report on FHDA Education Center at Onizuka will have to be completed in Spring 2015 before it opens in January 2016. Kuo showed a draft longitudinal timeline of the planning cycle and summarized each year. Kuo proposed that the 3-year planning cycle for Master Plan follow a 6-year planning cycle in accordance with the ACCJC review cycle. By 2016-17 (Year 6) of the review cycle, the Master Plan will then offer the most updated version of materials for the Self Study (due: spring 2017). Kuo then proposed the creation of a PaRC subgroup to work on the planning cycle and components (accreditation and ESMP). Miner commented that this group could be a writing group and could make contributions to the chapters so that all voices across campus would be represented. Hueg commented that the writing group could also help the Self Study. Dolores Davison mentioned that the Self Study midterm report is due October 1st, 2014. She proposed that should be formed in Year 4, and it should be part of the first PaRC meeting in the fall. The Planning Cycle Calendar is in draft phase and will be presented for approval in the fall.

Attachment: *DRAFT* Planning Cycle Calendar

Item 5: ESMP Appendices: Status Updates

Kuo reported that Casie Wheat emailed the heads of each plan for updates. Kuo noted that each plan has to be updated by the next cycle. Also under the proposed planning cycle, be revised in Year 6 and updated annually. Kuo then provided a brief update on each plan:

Basic Skills Plan: Point Person: Craig Gawlick; The plan is reported to the state annually.

Distance Education Plan: Point Person- Judy Baker (on vacation); Currently, no update.

DSPS Plan: Point Person- Theresa Ong; Last version written in 2009; A major review will happen soon.

Equity Plan: Point Person – Judy Miner; In progress with one more planning meeting left to finalize steps.

Facilities Plan: Point Person – Bernata Slater; The last plan revise did not include key components, so it needs to be refocused with special attention to campus needs; Updates will be made in the fall once the ending fund balances tell how much money is available for the plan.

Fiscal Plan: Point Person – Bernata Slater; After much research, Slater reported that no one in the past has produced a Fiscal Plan; there are records of colleges doing Fiscal Planning, but this is usually done only in times of budget cutting; Slater suggests that this plan is removed from the appendices.

Fundraising Plan: Point Person – Judy Miner; One of the plans priorities is to report on exactly how much money has been raised in each area so far; Overall the Fundraising Plan has done well.

International Plan: Point Person – George Beers; This report is updated annually.

Marketing & Communications Plan – Point Person: Kurt Hueg (? after July 1, 2013); This report is updated annually.

Staffing Plan: Point person - ?; The Human Resources Advisory group is suppose to review the staffing plan; This plan should be part of the District Master Plan. Miner and Hueg suggested that this plan be removed from the appendices.

Sustainability Plan: Point Person – Mia Casey; Plan is currently in the process of being updated.

Technology Plan: Point Person: Judy Baker (formally under Kurt Hueg); Currently, no update.

Item 6: OPC Reflection

Slater presented on the OPC objectives: 1. To revise the rubrics per PaRC recommendations by incorporating both rubrics into one document for the purposes of reviewing and rating targeted requests; 2. Develop a flow chart to rate all requests. Slater reported that all requests were rated, and then requests were forwarded to OPC for finalization. There were some issues with prioritizing some of the requests because some were missing data. OPC will provide notes for program reviews in the future with hopes to receive better organized data. Lastly, Slater commented that there was an unusually high amount of requests (3-4 times more than last year). Next year there will be a training session on how to define what is on the budget requests. OPC will also review the rubric for the evaluation process to see what kind of changes should be incorporated in the program review.

Attachment: OPC Reflection 1
 OPC Reflection 2

Item 7: Governance Survey

Kuo review the annual governance survey details. Its purpose is to assess planning and resource process. Kuo reported that everyone should receive a survey this Friday. The survey will close by next Friday. The results will be revealed at the next PaRC meeting. The results of the survey will guide the agenda on IP&B, which will meet over the summer.

Meeting Adjourned: 2:40 pm